

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Rural Development Department – Annual inspection of DRDA Offices –
Certain Guidelines – Orders - Issued.

PANCHAYAT RAJ AND RURAL DEVELOPMENT (RD.I) DEPARTMENT

G.O. Rt. No. 717

Dated: 21-04-2009

ORDER

Annual inspection of office administration is a good practice to ensure that the office maintenance is efficient and responsible to the public needs. DRDAs are the most important institutions involved in the poverty elimination. Maintenance of the office with proper records, office procedures, accountability systems, monitoring and information system and regular review mechanisms are important to ensure satisfactory fulfillment of the objectives of the DRDAs. Unfortunately, for various reasons annual inspection of DRDAs were not taken up systematically. Consequently it is becoming clear that the office maintenance and office processes at DRDA level have diluted.

In order to reverse this trend, Government after careful consideration have decided to introduce the procedure of Annual office inspection of the DRDAs by the senior officers of the Department of Rural Development. The Officers designated shall take up annual inspection of DRDAs and submit a report to Chief Executive Officer, Society for Elimination of Rural Poverty, and to the Government. The Inspection officers' report should cover the following items:

- i) Status of maintenance of records
- ii) Status of maintenance of personal registers and files by dealing assistants
- iii) Fund management system and procedures
- iv) The job charts of the DRDA – IKP functionaries
- v) Monitoring and information systems
- vi) The review mechanisms and accountability systems
- vii) The disciplinary proceedings
- viii) Audit reports and action taken on the reports
- ix) Status of settlement of advances given to the staff
- x) Management HR related issues
- xi) Grievance redressal mechanism
- xii) Implementation of RTI Act.
- xiii) Usage of computer applications introduced by SERP.

[P.T.O.]

-:2:-

Apart from taking up thorough inspection of DRDA Offices, the officers designated should also visit one Mandal Samakhya Office, one VO office and study the records, and fund management systems relating to the funds released by the Government through Society for Elimination of Rural Poverty.



Government will designate the officers for taking up office inspection for every financial year. Chief Executive Officer, Society for Elimination of Rural Poverty, should ensure that the officers designated are facilitated to complete the office inspection in the 1st quarter of the Financial Year.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

K.RAJU,
PRINCIPAL SECRETARY TO GOVERNMENT (RD)

To
The Chief Executive Officer, Society for Elimination of Rural Poverty,
A.P., Hyderabad
The Commissioner, Rural Development,
A.P., Hyderabad.

Copy to :

: The All Officers of Department of RD,  Through CEO
: The All Project Directors, DRDAs in the State,  SERP, Hyderabad.
: PS to Principal Secretary (RD)
: SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER